



northern  
beaches  
council

# MINUTES

## **NARRABEEN LAGOON STATE PARK ADVISORY COMMITTEE**

**HELD ON WEDNESDAY 31 OCTOBER 2018**

**Todd Dickinson**

Executive Manager, Natural Environment and Climate Change

## **Committee Members**

### **Voting Members**

Northern Beaches Council – Chair	Michael Regan
Northern Beaches Council CEO representative	Mr Todd Dickinson
Metropolitan Local Aboriginal Land Council	Mr Allen Madden / Mr Nathan Moran
Office of Environment and Heritage – National Parks	Mr Peter Bergman
Department of Industry - Lands	Mr Chris Wright
NSW Department of Primary Industries (Fisheries)	Ms Sarah Conacher
Community Representative – Environment	Dr Conny Harris
Community Representative – Business	Ms Francesca Dolly
Community Representative – Recreation	Ms Julie Whitfield
Community Representative – Rate Payer / Community	Ms Pamela Johnston

### **Officers**

Manager Coast and Catchments	Mr Adrian Turnbull
Senior Environment Officer – Lagoons	Ms Sue Jacobs
Administration Coordinator	Ms Denise Regan

### **Quorum**

At least half the total number of members, including a Trust Manager representative and the Chair (or delegate).

**Minutes of the  
Narrabeen Lagoon State Park Advisory Committee  
held on Wednesday 31 October 2018  
in the Guringai Room, Civic Centre, Dee Why  
Commencing at 4:00pm**

**1. PRESENT:**

Cr Michael Regan (Chair); Mr Todd Dickinson; Mr Peter Bergman, Mr Chris Wright, Dr Conny Harris (via telephone); Ms Julie Whitfield; Ms Pamela Johnston; Ms Sue Jacobs; Ms Denise Regan (Minutes).

**1.1 Apologies**

Sarah Conacher, Francesca Dolly

Sue Jacobs advised that Ms Francesca Dolly had advised that she was unable to attend this Committee moving forward.

**2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

Nil

**3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- 3.1** Minutes of Narrabeen Lagoon State Park Advisory Committee meeting held 12 June 2018 were confirmed as correct by Conny Harris and seconded by Todd Dickinson.

**4.0 UPDATE ON ACTIONS FROM LAST MEETING**

**TERM OF REFERENCE**

The Terms of Reference are being changed to reflect the Advisory Committee's more strategic and holistic approach to the State Park. Proposed changes were discussed. Conny Harris asked who the "Trust" is. Council is the Reserve Trust Manager and for any technical matters Todd Dickinson is the contact person within Council.

Chris Wright expanded on this answer and advised there was a new Crown Lands Management Act 2016 which will mean that in future Council will be a 'Crown land Manager' rather than a 'Trust Manager'. These changes may take some time to come into effect. He agreed to seek guidance from Lands about how Council should be referred to in the Terms of Reference before they are finalised.

**RECOMMENDATION:** Following these discussions the changes to the Terms of Reference were adopted (noting that references to Council as 'Reserve Trust Manager' may need to be changed). Moved by Michael Regan, and seconded by Julie Whitfield.

**ACTION:** Chris Wright to advise on how Council should be referred to in the Terms of Reference.

**5.0 AGENDA ITEMS**

- 5.1 Recreational Trails – was discussed after Item 5.2 presentations**

## 5.2 Floodplain Risk Management and Planning

Todd Dickinson presented.

### Narrabeen Lagoon Floodplain Risk Management Study and Plan

An overview of the Narrabeen Lagoon Floodplain Risk Management Study and Plan was presented. It was noted that the Study assesses a range of potential floodplain management options, ranging from structural (such as construction of levees or moving sand) to non-structural (such as development controls and building community understanding of risk). A draft report of the Narrabeen Lagoon Floodplain Risk Management Study and Plan has been finalised and will be placed on public exhibition soon.

**RECOMMENDATION:** That the Advisory Committee note this information.

### Narrabeen Lagoon entrance

The factors governing sand movement up the beach and into the entrance of the lagoon were explained. The sand that washes into the lagoon stays in the vicinity of the entrance, extending as far inland as the caravan park. It does not move further into the lagoon as there is not enough energy to continue to transport it. The rationale behind opening the lagoon for flood mitigation was also explained.

Council is clearing sand from the entrance at present. Normally this occurs every three to four years but it needs to be done now as the sand has built up much more quickly than usual (in two years), due to the combination of a very dry spell and oceanic conditions.

Pamela Johnston gave an update of the eroding beaches at Jamieson and Bilarong Reserves. Council will take this on notice and investigate further. A number of alternative bank treatments were discussed that could help to prevent erosion in these areas.

Pamela Johnson also raised the issue of the new RMS marker buoys within the Lagoon. They are confusing to users. She will raise this issue with RMS directly.

It was suggested that Council use social media (including YouTube) to inform the community about entrance management. The issues and the solutions are complicated and it is helpful if they are explained in a simpler way, using simple terms.

**RECOMMENDATION:** That the Advisory Committee note this information.

**ACTION:** Council to investigate the eroding beaches at Jamieson and Bilarong Reserves.

### Wakehurst Parkway Flood Mitigation

Council received a grant to investigate frequent minor flooding of Wakehurst Parkway. The Wakehurst Parkway is currently closed due to flooding between 7 and 11 times per year, i.e. on average every one to two months. This project is looking at minor flooding only, and would reduce the road closures to every three to six months. The Parkway would still be closed during major floods as the road is low-lying, which is an issue for RMS to address as a State road.

Investigations into ways to reduce the minor flooding are currently underway. Following the investigations, recommendations will be made for works. The design and approval process for these works is likely to continue throughout 2019, with works to be completed by June 2020.

**RECOMMENDATION:** That the Advisory Committee note this information.

## 5.1 Recreational Trails

### Open Space Strategy

Council's Open Space Strategy is being developed. A workshop will be held with the Committee so they can raise issues of concern associated with the planning and management of the State Park. This workshop will be held before the end of the year. Guidelines of what should be discussed at the workshop will be distributed prior to the event.

A question was raised about the boat storage initiative around the lagoon. Sue Jacobs explained that this was prompted by safety, environmental and amenity concerns, with hundreds of boats stored in inappropriate locations around the lagoon. The vast majority of illegally stored boats have now been removed. A number of formal storage areas have been constructed, and more are planned, in consultation with user groups.

**RECOMMENDATION:** That the Advisory Committee note this information.

**ACTION:** Open Space Strategy workshop to be held, with guidelines for discussion to be distributed prior to the meeting.

### Narrabeen Multi Use Trail

An update was given on the aquatic boardwalk, and particularly on the newly proposed construction method. Suggestions were sought for the content of material on interpretive signs on the boardwalk. The general consensus was for information about what makes the lagoon special: information on the aboriginal heritage of the area and on the natural history of the area (birdlife, aquatic life, etc). The Aboriginal Heritage Office (AHO) should be consulted for suitable content relating to the aboriginal heritage of the area.

Suggestions on naming the boardwalk were also sought. It was suggested that an aboriginal name may be appropriate, and that the AHO should be consulted for suggestions.

**RECOMMENDATION:** That the Advisory Committee note this information.

**ACTION:** Council staff to seek input from the AHO on the interpretive material and on a name for the boardwalk.

## 6.0 GENERAL BUSINESS

### Plan of Management

The preparation of a Plan of Management (PoM) for the entire State Park was discussed. There are currently many PoMs that cover the various individual reserves within the State Park. All Crown reserves in NSW will need a new PoM prepared under the new legislation by June 2021. There is a project within Council to comply with this requirement, and the PoM for the State Park is part of this project.

The scope of the PoM will be heavily driven by the Advisory Committee. Suggestions as to the format and content of the PoM were made. It was suggested that the PoM should be an overarching document, with a number of strategies or action plans below it. Chris Wright indicated that Lands had templates and could provide advice and assistance with the format of the PoM.

Pamela Johnson raised a question about how to manage accessibility of the waterway into the future, as seagrass may 'creep' into navigation channels. This and many other competing issues will be addressed in the PoM. It will be a document that balances all competing interests and will have statutory weight. It will look at the trajectories of a range of issues, including flooding, recreation, environment, etc.

**RECOMMENDATION:** That the Advisory Committee note this information.

**ACTION:** Chris Wright to supply Council with information on similar PoMs elsewhere in the state and to seek advice on how to address the complexity of issues.

## 7.0 NEXT MEETING

The preferred date for the next meeting is March 4 2019.

*There being no further business the meeting closed at 5:50pm*

# **NARRABEEN LAGOON STATE PARK ADVISORY COMMITTEE**

## **Terms of Reference**

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### **1. PURPOSE**

- 1.1. To act in an advisory role to the Narrabeen Lagoon State Park Trust (NLSPT) for prioritising and informing strategic initiatives.
- 1.2. To facilitate and enable communication between the NLSPT, the community and stakeholders with an interest in Narrabeen Lagoon State Park.
- 1.3. To advise on annual priorities in Council's Delivery Program.
- 1.4. To act as a reference group on strategic matters impacting on the State Park including:
  - 1.4.1. The ecological health of the lagoon and its catchment;
  - 1.4.2. Land management;
  - 1.4.3. Sustainable recreation and business use of the Park;
  - 1.4.4. Strategic landuse planning;
  - 1.4.5. Land tenure;
  - 1.4.6. Entrance management and floodplain management.
- 1.5. To assist in development of a Plan of Management for Narrabeen Lagoon State Park.
- 1.6. To assist in resolving conflicts between different types of community uses of the State Park.

### **2. OUTCOMES**

- 2.1. The Committee is recognised by communities and stakeholders as a means whereby their views can be discussed and inputs considered into the planning, management and development of Narrabeen Lagoon State Park.
- 2.2. The NLSPT receives advice from the Committee, as requested, on management proposals and/or other issues of interest to the NLSPT.
- 2.3. The NLSPT remains informed of important community and stakeholder issues of interest.
- 2.4. The Reserve Trust Manager will manage the NLSP using the following principles:
  - 2.4.1. Establish water quality outcomes suitable for protection of the natural environment and for public recreation.

- 2.4.2. Maintain and enhance the natural environment, accepting the principles of ecosystem based total catchment management.
- 2.4.3. Promote and enhance the unique environmental, cultural heritage and recreational values of the State Park.

### **3. ACCOUNTABILITY**

- 3.1. The Committee is responsible to the NLSPT in regard to all its activities.
- 3.2. The Committee is advisory only. It has no decision making authority, cannot commit the NLSPT to expenditure, and will instead consider all matters referred to it by the NLSPT directly, or in accordance with these Terms of Reference.
- 3.3. The Committee and its individual members are not to engage in any media activities or purport to speak for, or on behalf of NLSPT, or the Advisory Committee, without prior written consent of the NLSPT.
- 3.4. Members of the Committee agree to be bound in their membership by these terms of reference and all relevant corporate policies and requirements of the NLSPT Manager.
- 3.5. Members of the Committee agree to declare any potential or actual conflicts of interest, and at all times agree to act in the best interests of the Committee, the community of New South Wales and the NLSPT.
- 3.6. Community members of the Committee should aim to reflect the broad perspectives of the New South Wales community, and bring to the Committee knowledge of the opinions and concerns of the community and/or stakeholder groups, that might genuinely impact Narrabeen Lagoon State Park.

### **4. MEMBERSHIP**

- 4.1. There will be up to ten Committee members, representing a range of community and stakeholder groups who wish to contribute to the Narrabeen Lagoon State Park.
- 4.2. The Chair will be appointed by agreement between Department of Industry – Lands and the Trust Manager. If the Chair is unable to attend the role will be delegated to the Trust Manager’s representative.
- 4.3. Up to four) community members shall be appointed to the Committee by the Trust Manager providing they have knowledge (and preferably, experience) of the Narrabeen Lagoon State Park:
  - One environment representative
  - One recreational representative
  - One business representative
  - One ratepayer / community representative



- 4.4. Three members shall be appointed to the Committee as representatives of the main land owner groups in the catchment:
- One from Northern Beaches Council (Trust Manager)
  - One from NSW Crown Lands (Land owners)
  - One from Metropolitan Local Aboriginal Land Council (MLALC).
- 4.5. Two members shall be appointed to the Committee representing the State agencies with expert technical and policy information regarding the overall management of the lagoon environment:
- One from NSW Department of Primary Industries (Fisheries)
  - One from NSW Office of Environment and Heritage.
- 4.6. The members of the Committee will be formally appointed by agreement between NSW Crown Lands and the Trust Manager.
- 4.7. The Trust Manager will provide secretarial support for the administration of the Committee.
- 4.8. Community member appointments will be for a four year period. Community members will be eligible for reappointment with a maximum of two terms / eight years.
- 4.9. Members of the Committee are not paid.
- 4.10. Members cannot claim reimbursement from NLSPT for the cost of attending Committee meetings.
- 4.11. A member may at any time resign from his or her office by giving four weeks' notice in writing.

## **5. PROCEEDINGS**

- 5.1. The Committee will meet at regular intervals, at least two times a year.
- 5.2. A quorum is constituted if at least half the total number of members is present, including a Trust Manager representative and the Chair (or delegate).
- 5.3. The NLSPT will determine the agenda and matters for consideration by the Committee (incorporating relevant suggested items from Committee members as appropriate).
- 5.4. The Chair and Secretary of the Committee will prepare an agenda for each meeting.
- 5.5. Meetings will be minuted and will contain all recommendations of the Committee.
- 5.6. Committee recommendations will be reached by consensus wherever possible.
- 5.7. In the event that a matter needs to be voted upon, each member, including the chair of the Committee, will have an equal vote.
- 5.8. In the event of a tied vote, the motion will be deemed to be lost.

- 5.9. All Committee recommendations are to the Trust Manager who will consider the recommendations in accordance with its own governance arrangements. The Committee has no decision making authority.
- 5.10. A copy of the draft minutes will be provided to the NLSPT within 14 days from the meeting.
- 5.11. The Chair of the Committee will be invited to attend in person when the Trust Manager is considering Committee reports should they wish to provide further information.
- 5.12. All members of the Committee will be bound by Council's values and the Office of Local Government's Model Code of Conduct for Local Councils in NSW (November 2015). Members considered to be acting contrary to the Model Code of Conduct , Council's values or these Terms of Reference may have their membership revoked by the Trust Manager.